

## **Release 1.01 eZ-Audit Change Control Board Process**

### **Purpose**

The purpose of the eZ-Audit Change Control Board (CCB) during Release 1.01 (R 1.01) Design and Deployment is to:

- Review and approve a baseline set of requirements for R 1.01
- Modify, add, or delete any requirements contained in the R 1.01 baseline

The need to change baseline R 1.01 requirements may arise during the design phase of the project if the team identifies that:

- Certain requirements are no longer valid or do not apply
- Technical limitations will prevent fulfillment of a requirement
- A key area of functionality is missing

### **Members**

The CCB is composed of the following members:

- Randy Wolff
- Ti Baker
- Laura Harcum
- Sherry Quade
- Barbara Johnson
- Cricket Hosier
- Amy Rothman
- Brian Cannavan
- Seth Sinclair

### **CCB Procedures**

#### ***Planning R 1.01***

A list of Enhancement Release requirements will be built for R 1.01 from

- Enhancement SIRs captured during the eZ-Audit Release 1.0 testing process
- Postponed Release 1.0 requirements
- New Enhancement Requests captured through the eZ-Audit Help Desk

The CCB will be responsible for prioritizing and packaging R 1.01 Requirements. This includes documentation and review of the Level of Effort (LOE) necessary to implement each requirement. The Stabilization Team will not begin implementing R 1.01 until the CCB has approved a specific set of Release Requirements and the associated LOE.

#### ***Managing R 1.01 Requirements***

Once the requirements for R 1.01 are agreed to and baselined by the CCB, Subject Matter Team members will have the opportunity to propose changes to the requirements document through use of the CCB Change Request Form. This form provides FSA team members a way to request changes and document the reasons for the request. The CCB will review these requests during weekly meetings. Participants will review each change request and examine potential impacts to schedule and cost. Changes approved by the group will potentially result in:

- An updated version of the requirements document
- Updates made to the project schedule/cost estimates (if necessary)
- Updates made to the Use Cases, Technical Specifications, Test Conditions and Scripts (if necessary)
- Updates made to the CCB Tracking Tool to reflect the CCB decision. The tool will hold summary level information from each request and will track the decisions made by the CCB.

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The CCB will make the final determination for all Change Requests. Any issues requiring escalation will be sent to Randy Wolff for final determination. The following steps outline the procedures for suggesting a change and the CCB process.

### Step one:

Access the R1.01 Requirement Change Request Form (R1.01 Requirement Change Request Form 05\_14\_2003 v1.doc) on the eProject Shared Drive. The form is located under the path Release 1.0 Design, Build, Deployment\Change Control Board. Check out and download a copy of the form.

### Step Two:

Complete the CCB Change Request form. The person making the change request will be responsible for compiling and entering the following information:

- *Title* – Enter a brief description of the change request.
- **Author** – Enter the name of the person who is making the change request.
- **Date Submitted** – Add the date that the request is submitted to the CCB lead.
- **Requirement** – Enter the requirement that you are proposing to add, delete, or modify.
- **Requirement Change Request Description** – Add a detailed explanation of the suggested change and the reasons why the change should be made.
- **Priority** – Indicate if the request is High, Medium, or Low Priority

### Step Three:

Send the completed Change Request form to [seth.b.sinclair@accenture.com](mailto:seth.b.sinclair@accenture.com) no later than the Friday before the CCB. Forms received after Friday will not be reviewed until the following week.

### Step Four:

Prepare to discuss the proposed change and any potential impacts in the CCB meeting.

### Step Five:

*CCB Review* – The CCB will review each change request and decide how to handle the suggestion. The CCB members will decide to approve, postpone, or reject each request. For any approved changes, the CCB will agree on impacts to schedule, cost, or documentation. An appointed member of the CCB will document all decisions and update the CCB Tracking Tool to reflect the CCB's actions. Team members responsible for maintaining the requirements document will make any necessary changes and create a new version. Postponed requirements will be added to the R 1.01 requirements matrix but will not be labeled for R 1.01 deployment. Changes that are rejected by the CCB will be tracked and maintained in the CCB Tracking tool for reference.